PURPOSE: The Accounts Payable course will introduce the student to the AP module of SAP and how to execute system tasks in the related business process.

LEARNING OUTCOMES: Upon completion of this course, employees will be able to:
- Process Invoices and Credit Memos
- Conducts Vendor Analysis and Reports
- Process Vendor Payment and Clearing

CONTENT: The course addresses the payables process for commitments incurred from departmental operations and how to execute the related tasks using SAP.

METHODS: Hands-on computer training following selected lecture/discussion topics and SAP task demonstrations. Post-exercise assessments are conducted to ensure conceptual and task mastery.

LENGTH: 8 hours

AUDIENCE: Accounts Payable Accounting Analyst
Accounts Payable Accounting Manager
Accounts Payable Payment Processing Coordinator
Accounts Payable ME/YE Close Coordinator

PREREQUISITES: SAP Navigation Course

CEU CREDITS: Not offered for this course